



City of Burbank – Community Development Department

BUILDING DIVISION

Residential Cool Roof Pilot Program

Request for Refund of Roof Permit Fee

Permit No.

BS _____

Completed request forms and documentation must be submitted to the Building Division between April 1 and September 30, 2011. Refund request may only be accepted during the six-month period of the pilot program. The permit shall be finalized no later than September 30, 2011. Documentation shall include purchase receipts or invoices clearly indicating that a shingle with a minimum Solar Reflectance value of 0.25 was purchased for installation at the project address. Installation of the qualifying shingle will be verified during the Final Building Permit inspection. A refund check will be mailed within 30 days of this refund request to the applicant that paid the permit fee.

PROJECT ADDRESS:

NAME OF APPLICANT:

APPLICANT'S STREET ADDRESS:

CITY/ STATE/ ZIP:

PHONE:

E-MAIL:

IN ORDER TO OBTAIN A REFUND OF THE DEPOSIT, PLEASE PROVIDE THE FOLLOWING INFORMATION:

1. COPY OF PERMIT
2. DATE OF FINAL INSPECTION APPROVAL
3. ATTACH COPIES OF RECEIPTS OR INVOICES SHOWING THAT THE QUALIFYING SHINGLE WITH MINIMUM SOLAR REFLECTANCE OF 0.25 WAS PURCHASED FOR AND INSTALLED AT THE PROJECT ADDRESS.

CERTIFICATION

I HEREBY DECLARE THAT THE INFORMATION STATED ABOVE IS TRUE AND THAT I HAVE COMPLIED WITH THE REQUIREMENTS OF THE RESIDENTIAL COOL ROOF PERMIT REFUND PILOT PROGRAM:

DATE:

**SIGNATURE OF
APPLICANT:**